

ACS VOLUNTEER JOB DESCRIPTION

PROGRAM: Relocation Readiness

JOB TITLE: ACS Youth Sponsor Coordinator

FIRST LINE SUPERVISOR: Relocation Coordinator or Assistant

SECOND LINE SUPERVISOR: ACS Volunteer Supervisor

GOAL/OBJECTIVE: Provide coordination, training and all assistance needed through coordination to have an effective Youth Sponsor Program.

DUTIES: Youth Sponsor Coordinator (volunteer) will maintain forms, program slides and Youth Welcome Packets for accuracy. Youth Sponsor Coordinator (volunteer) will coordinate between Relocation supervisor, Youth Services director on current needs. Youth Sponsor Coordinator (volunteer) will develop/incorporate (as approved by Relocation Readiness Volunteer Supervisor, Youth Services Director) those needs for current guidelines, rules, procedures, fact sheets and/or standard operating procedures as needed (during developmental stage, for current needs and as needed for forecasted needs). Then distribute the final copy for signatures by all three listed in #2. Then make copies and provide to each listed in #2. Will also maintain 1 original file with all original copies that will be maintained/located at Army Community Service in the Relocation Readiness Program. Work with School Age Services and Youth Services on marketing issues. As needed, will work with staff in both programs to help them with the projects they feel needed to market the Youth Sponsor program. Assistance with distribution of materials as needed on the installation and off the installation. Work with School Age Services and Youth Services on surveys to find what youth are interested in, what will draw youth to the program as a sponsor, will evaluate the needs and provide evaluation results to those listed in #2. Will set up a meeting with those listed in #2 to discuss the results and the strategies each will need to incorporate to keep the Sponsor Program active. Then the Youth Sponsor Coordinator (volunteer) will type a memo with final decisions to be signed and dated by each listed in #2 and then incorporate those needs as authorized. The Youth Sponsor Coordinator (volunteer) will match-up those youth who are sponsors with those requesting a sponsor. If a sponsor is not available then the Youth Sponsor Coordinator will provide the requests from those youth who are not here yet. If the Youth is here, then the directors of the SAS and YS programs will be responsible in being that youths "Sponsor" until a youth sponsor is available. Agreed upon that the Youth Sponsor Coordinator will not be required to have a background check, as long as other staff are in the area to oversee if volunteering under 25 hours. If issues should arise later, a background check will be required. If any training becomes available that would assist the Youth Sponsor Coordinator (volunteer) in this program and be an asset to all programs and youth involved and money is available, a request can be made to provide the training to this volunteer coordinator. The Youth Sponsor Coordinator (volunteer) will receive (upon request of if provided by any in #2) support as needed to provide the

Sponsor Program. Such aspects as web marketing (by ACS), email support (within DOIMs requirements) by ACS, marketing (normal and “freebee’s”) by SAS/YS as needed, funding (if funds available), tour (bus/van) by SAS/YS, supplies (pens, paper, etc...ACS, SAS, YS) The Youth Sponsor Coordinator will be responsible for: Training to Youth (staff invited; staff will be back-up if coordinator is not available). Coordinate tours as approved by SAS & YS Made available to youth with questions Run the Youth Sponsor program with approval of activities by those listed in #2. Work with schools (as program starts to filter out) Start being the “Sponsor” even if no youth currently available Start this program as soon as a request comes in Keep Sponsors active and involved with the processes as much as possible; keep them involved even if no newbie is yet assigned to them. (Otherwise, don’t let them think they’ve been forgotten or nothing beneficial will come of being a sponsor.)

TIME/DRIVING REQUIREMENT: 2-8 hours weekly to include some nights and weekends. Amount of time required depends on how active the Youth are involved with the program. Driving of GOV and reimbursement of POV expenses are not authorized. Regular use of a vehicle is not required.

QUALIFICATIONS: Out of high school. Can get a “clearance” to work with youth. Volunteers will receive training and have the opportunity to acquire new skills or enhance and/or maintain current skills. Additional responsibilities will determine by skills level and experience. If a volunteer wishes to spend time with the youth (i.e. gather information for surveys, help work with youth on posters, work with youth to distribute material, provide training, etc) and plans to commit more than 25 hours to this program, a temporary volunteer pass will be provided until “clearance paperwork” can be done. Documents will be provided by Youth Services to be completed by the volunteer. Copies of documents sent forward to Youth Services will be kept in the volunteers personnel folder at Army Community Service. Once the clearance papers have been completed, then Youth Services will send that copy to be placed in the volunteers personnel folder and notify appropriate staff (i.e. SAS, YS, SLO,...) if the volunteer has been cleared.

TRAINING REQUIRED: Volunteers will be required to attend a basic orientation prior to or shortly after they are accepted for duty as an Army Community Service volunteer. Computer training will be required and clearance required for computer LAN line usage. Any training required by SAS or YS that would involve the need for the Sponsor Coordinator to attend.

EVALUATION: Long-term (3 months or more) volunteers will receive an evaluation annually.